

## **TOWN CLERK'S OFFICE SERVICES** **During COVID-19 Virus Alert**

All Town Offices are currently closed to the public. However, staffing is covered in each office. The Town Clerk's Office will have staff available for email and phone calls Monday thru Thursday 8am-5pm. Friday's staff will work from home with limited access to office information.

Several services are provided on-line.

Go to: [www.town.westborough.ma.us/home/pages/online-payments](http://www.town.westborough.ma.us/home/pages/online-payments)

The Town Clerk's Office will provide within 10 days by US mail the following:

- Birth Certificates
- Death Certificates
- Marriage Certificates
- Dog License

Please call our office if you do not receive orders made on-line.

A drop-box is available outside Town Hall for Street List/Census drop off and various town bills or requests.

**Please call the Town Clerk's Office if you have questions regarding:**

- Marriage Intentions

State Nomination Papers may be dropped in the drop-box outside of Town Hall. All papers should be sealed in an envelope and the envelope clearly marked for the Town Clerk with the name/phone number/email/ of the person leaving the papers. You will be contacted as soon as possible.

**Notary Services** are NOT AVAILABLE from the Town Clerk's Office until further notice is posted. The UPS Store, Staples, Banks, and Law Offices offer this service.

If you have questions about any other services we provide, please email: [TownClerk@town.westborough.ma.us](mailto:TownClerk@town.westborough.ma.us) or call during posted hours 508-366-3020. We will make every effort to respond as soon as possible.

Take Care. Be Safe.

Respectfully,

Wendy L. Mickel, Town Clerk